



Road and D

PROGRAM ADMINISTRATION

Do You Have the Right Documents?

Basic documents you need for developing and administering a successful traffic-safety program.

MARINE CORPS ORDERS

MCO 5100.19E, "*Marine Corps Traffic Safety Program*"

MCO 5100.1C, "*Military Police, Motor-Vehicle Traffic Supervision*"

MCO 11210.2D, "*DOD Transportation Engineering Program*"

MCO P5102.1D, "*Navy and Marine Corps Mishap and Safety Investigation Reporting and Recordkeeping Manual*"

DOD Regulation 4500.36R, "*Management, Acquisition, and Use of Motor Vehicles*"

DODINST 6055.4, "*DOD Traffic Safety Program*"

Marine Corps Orders are available for download at www.usmc.mil, select USMC Directives.

NAVY INSTRUCTIONS

OPNAVINST 5100.12G, "*Navy Traffic Safety Program*"

OPNAVINST 5102.1D, "*Navy and Marine Corps Mishap and Safety Investigation Reporting and Recordkeeping Manual*"

OPNAVINST 5350.4C, "*Alcohol and Drug Abuse Prevention and Control*"

OPNAVINST 11200.5C, "*Military Police, Motor Vehicle Traffic Supervision*"

OPNAVINST 11210.2, "*DOD Transportation Engineering Program*"

DOD Regulation 4500.36R, "*Management, Acquisition, and Use of Motor Vehicles*"

DODINST 6055.4, "*DOD Traffic Safety Program*"

NAVFAC P-300, "*Management of Transportation Equipment*"

Navy instructions are available for download at <http://neds.daps.dla.mil>.

Listing current at time of printing.

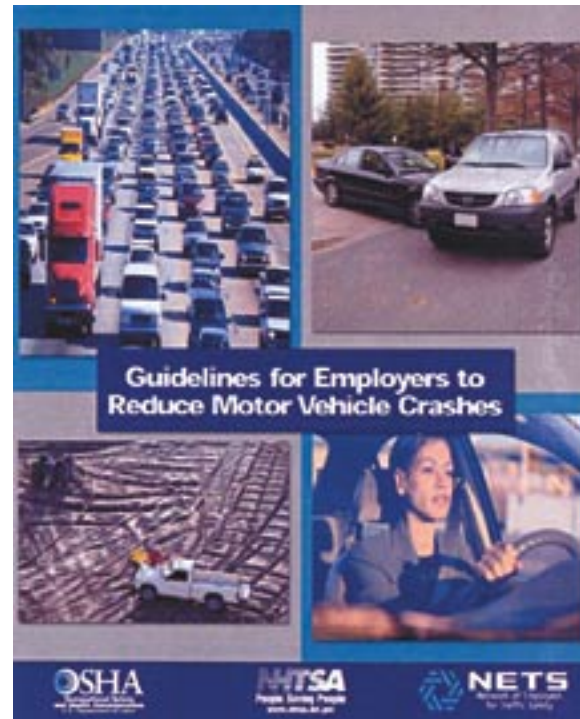
For questions on program administration guidelines, contact the Naval Safety Center Motor-Vehicle Division (757) 444-3520, Ext. 7620 (DSN 564)

ROADWAYS AND HIGHWAYS

New Guidelines to Help Prevent Traffic Wrecks

Employers and employees who use motor vehicles at work will benefit from new guidelines developed by the Occupational Safety and Health Administration (OSHA), National Highway Traffic Safety Administration (NHTSA), and the Network of Employers for Traffic Safety (NETS). The 32-page *Guidelines for Employers to Reduce Motor Vehicle Crashes* offers useful information to help employers design an effective driver-safety program in their workplace. It features a 10-step program, outlining what an employer can do to improve traffic-safety performance

and minimize the risk of motor-vehicle crashes. The document includes success stories from employers who have benefited from effective driver-safety programs. Also included is a detailed section on the causes of aggressive, distracted, drowsy, and impaired driving, and tips for avoiding such behavior on the road. There is also a sample worksheet for calculating the costs to employers of motor-vehicle crashes.



Download your copy from
www.osha.gov/pls/publications/pubindex.list
or order by calling the
NHTSA Publications Office
(202) 693-1888

Driver Guide



tips and advice to keep you on track

FACTORS IN HIGHWAY MISHAPS

What Causes Mishaps?

After you set up your traffic-safety program, there are some important facts to keep in mind. Once behind the wheel, a driver finds that many factors affect judgment and reflexes. Below is a list of factors that contribute to most motor-vehicle mishaps. Remember that if these factors are present, at any given moment, the result could be tragic. Visit the listed websites for more information or to request educational materials.



LOSS OF CONTROL

Ranks as the top cause of traffic crashes.

Provide adequate training for all your drivers. Consider road conditions and weather when assigning duty-driver responsibilities.

For more information:

Federal Highway Administration; www.fhwa.dot.gov; (202) 366-0660
Advocates for Highway and Auto Safety;
www.saferoads.org; (202) 408-1711



ALCOHOL AND DRUGS

Accessible even to underage personnel.

Implement a comprehensive program that offers responsible planning and alternatives to drinking.

For more information:

The Bacchus & Gamma Peer Education Network;
www.bacchusgamma.org; (303) 871-0901
Recording Artists, Actors, & Athletes Against Drunk Driving;
www.radd.org; (818) 752-7799
Navy Alcohol and Drug Abuse Prevention; www.npc.navy.mil/CommandSupport/NADAP/; (866) 827-5672 (DSN 882-5672)



FATIGUE/WEEKEND/NIGHT TRAVEL

Common among shift workers and travelers.

Identify who in your command is most likely to succumb to fatigue by paying attention to their workload and travel plans.

For more information:

National Sleep Foundation; www.sleepfoundation.org;
(202) 347-3471. National Safety Council; www.nsc.org (check the fact sheets listed under resources); (630) 285-1121



SPEED/ROAD RAGE

Violent aggressive driving is a major public concern.

Teach your personnel how to avoid offending other drivers, manage their own anger, and disengage from an angry encounter.

For more information:

Governors Highway Safety Association;
www.statehighwaysafety.org; (202) 789-0942
The National Road Safety Foundation; www.nationalroadsafety.org;
(866) 723-3728



NO SEATBELT

Without it, there's no defense.

Provide fact sheets on proper use of lap and shoulder belts for children and pregnant women.

For more information:

Kids and Cars; www.kidsandcars.org; (913) 327-0013
National Highway Traffic Safety Administration; www.nhtsa.dot.gov
(select the Occupant Protection topic under Traffic Safety);
(888) 327-4236



PERSONAL PROTECTION FOR MOTORCYCLISTS

An extra layer of protection goes a long way.

Ensure training for motorcycle operation includes checklists for personal protective equipment.

For more information:

The Motorcycle Safety Foundation; www.msf-usa.org;
(800) 446-9227
ATV Safety Institute; www.atvsafety.org; (800) 887-2887

CHECKLISTS

Motor-Vehicle Checklists Can Help Prevent Common Car Emergencies

When things go wrong while on the road, there usually are several reasons: maintenance problems, bad weather, poor planning, or improper driving. Simple steps and common sense can go a long way toward keeping you safe on the road. The best way to avoid mishaps caused by mechanical problems is to keep your car in safe running condition. You can develop your own motor-vehicle checklists to hand out during safety stand-downs or to include in your plan of the day. You may want to include topics such as: common car-maintenance problems, night driving, bad weather and winter driving, fuel economy, vehicle operation, trip planning, road sharing, work zones, roadway structure (crossings, rumble strips, interstate signs), and pedestrian safety.

Download the motor-vehicle and motorcycle checklists from www.safetycenter.navy.mil/ashore/checklists or refer to the Highway Safety Program Guidelines-Requirements for DoN, enclosed in your traffic-safety program instruction (OPNAVINST 5100.12G or MCO 5100.19E) for detailed information.